

Job opportunity for Wilton Rancheria

Please email all resumes to tribaloffice@wiltonrancheria-nsn.gov or fax them to (916) 683-6015. You may also fill out a Wilton Rancheria employment application.

Title: **Cultural Monitor**

Job Type: **Part Time**

Location: Wilton Rancheria ancestral territory

Reports to: Cultural Resources Officer

Posting Date: November 3, 2015

Last Day to apply: November 30, 2015

Job Description Summary

The Native American Cultural Monitor is a staff representative between Federal, State, Public, and County agencies and the Wilton Rancheria Environmental Resources Department. The Monitor will be assigned to development/construction projects to participate and obtain firsthand knowledge of archaeological excavations and construction in areas that are known to have cultural sensitivity or have the potential for cultural deposit. It is anticipated that the monitor will receive various assignments and that in some sensitive areas may encounter buried artifacts, features, and possibly human remains.

Education and/or Experience

- Minimum High School Diploma/ G.E.D.
- Must have completed a Miwok/ Nisenan based cultural resource monitor educational program (minimum 40 hours training course) be certified and keep certification current.
- Basic knowledge of current local research methods and field application of archaeological principles; basic knowledge of federal, state, local and tribal legislation pertaining to cultural resources.

Essential duties and responsibilities (other duties may be assigned)

- Monitor all ground disturbing activity including mass grading, grubbing, weed abatement, trenching and any excavation on previously disturbed, and undisturbed ground.
- Ability to recognize cultural artifacts, human remains, village sites, midden deposit, must have the ability to read maps, utilize compass.
- Request excavation work to stop so that new discoveries can be evaluated.
- Help to ensure that Native American human remains and any associated grave items are treated with culturally appropriate dignity.
- Attend/participate in job-related conferences & trainings resulting in traveling and overnight stays.
- Perform a wide variety of secretarial and clerical services, assisting with administrative duties and details.
- Prepare correspondence, memoranda, agendas, reports, and other materials including information of a confidential nature, from rough draft.

- Set up and maintain confidential and legal files and records; edit reports, check records, and other data for accuracy, completeness and conformity with established standards.
- Operate a variety of office machines including, but not limited, to microcomputers, printers, copiers;
- Maintain expertise in various computer software programs applied to specific task; perform related duties as assigned.
- Answers and screens department's telephone calls, and arrange conference calls.

Supervisory Responsibilities

None

Access to sensitive areas and information

Cultural resources inventories, site records, maps, visits to cultural sites

Signatory ability

None

Working conditions/ Physical demands

To perform his job successfully, the individual must be able to work long hours in outdoor weather conditions year-round, including high temperatures and direct sun. Monitoring requires much physical activity and you must be physically fit. Other activities may include hikes of various durations, with pack/equipment, and occasional camping for projects that are inaccessible by vehicle.

Must be able to lift at least 50 lbs. to waist level and be able to walk carrying the weight. Must be able to work outdoors exposed to weather conditions on a daily basis which can range from 32 degrees F. To 115 degrees F.

Draft date: November 20, 2015